



Tips for Online Application

**BEFORE YOU
BEGIN**

You will need Physician Written Certification, Arkansas issued ID or driver's license, fee, and an email address.

Create a password for the system that you can remember. You will need your email address and password to enter the application. Passwords must be at least 6 characters in length including 1 number, 1 upper-case letter, and 1 lower-case letter.

START HERE

Using your email address and password you created, open the application site and insert your email address and password.

Confirm that you created the account by logging in to your email and opening the email that says "confirm your account". If you can't locate the email, look for it in your SPAM or TRASH box. Once you have confirmed, you may start an application.

Apply now!

Complete all of the required information. Your name and address must match your Arkansas Issued ID.

**FILE
UPLOADS**



You will need to upload a copy of your Official Physician Written Certification Form signed by your physician and your Arkansas issued ID or driver's license. This can be done by:

1. Using a scanner, scan the document to your computer, and give the file a name.
2. If you are using a phone or camera, take a clear picture of your document.
3. Click the Upload button on the application.
4. A window will appear. Click the Choose File button and then select the file on your computer that you'd like to upload to the application.
5. Choose the correct files, and then click the Start Upload button

SIGN HERE

Sign your application using your mouse or finger.

Press and hold the left click button of your mouse and use to sign your application in the signature box. OR If you are using a touch screen device, you may use your finger or stylus pen to sign the signature box.

Submit



Click the submit button. You are finished!